



**CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO**

**LONDON N. BREED
MAYOR**

Sent via Electronic Mail

September 26, 2024

NOTICE OF CIVIL SERVICE COMMISSION MEETING

Reid Allen Anrod

SUBJECT: APPEAL BY REID ALLEN ANROD OF THE REJECTION OF THEIR APPLICATION FOR 1314 PUBLIC RELATIONS OFFICER EXAMINATION (CBT-1314-T00102).

Dear Reid Allen Anrod:

The above matter will be considered by the Civil Service Commission at a hybrid meeting (in-person and virtual) in Room 400, City Hall, 1 Dr. Goodlett Place, San Francisco, California 94102 and through Cisco WebEx to be held on **October 7, 2024, at 2:00 p.m.** You will receive a separate email invite from a Civil Service Commission staff member to join and participate in the meeting.

The agenda will be posted for your review on the Civil Service Commission's website at www.sf.gov/CivilService under "Meetings" no later than end of day on Wednesday, October 2, 2024. Please refer to the attached Notice for procedural and other information about Commission hearings. A copy of the department's staff report on your appeal is attached to this email.

In the event that you wish to submit any additional documents in support of your appeal, please submit **one hardcopy 3-hole punch, double-sided and numbered at the bottom of each page to the CSC Office at 25 Van Ness Ave., Suite 720 and email a PDF version to the Civil Service Commission's email at civilservice@sfgov.org by 5:00 p.m. on Tuesday, October 1, 2024**, please be sure to redact your submission for any confidential or sensitive information that is not relevant to your appeal (e.g., home addresses, home or cellular phone numbers, social security numbers, dates of birth, etc.), as it will be considered a public document.

It is important that you or an authorized representative attend the hearing on your appeal. **You will have up to 5 minutes for your presentation.** Should you or a representative not attend, the Commission will rule on the information previously submitted and any testimony provided at its meeting. All calendared items will be heard and resolved at this time unless good reasons are presented for a continuance. As a reminder, you are to be honest and forthright during all testimony and in all documentation that you provide to the Civil Service Commission.

You may contact me at (628) 652-1100 or at Lavena.Holmes@sfgov.org if you have any questions.

CIVIL SERVICE COMMISSION

LAVENA HOLMES
Deputy Director

Attachment

Cc: Jeffrey Tumlin, Municipal Transportation Agency
Kimberly Ackerman, Municipal Transportation Agency
William Miles, Municipal Transportation Agency
Shivani Nath, Municipal Transportation Agency
Carol Isen, Department of Human Resources
Anna Biasbas, Department of Human Resources
Lisa Pigula, Department of Human Resources
John Kraus, Department of Human Resources
Commission File
Commissioners' Binder
Chron

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (628) 652-1100. The fax number is (628) 652-1109. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civilservice/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original copy on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy on Materials being Considered by the Commission

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting on the Civil Service Commission's website at <https://sf.gov/civilservice> and in its office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials will be available for public inspection at the Civil Service Commission's during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

E. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (628) 652-1100 and confirmed in writing or by fax at (628) 652-1109.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

F. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

G. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission.

Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

H. Policy on Audio Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civilservice/.

I. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take in-person public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended. People who have received an accommodation due to a disability (as described below) may provide their public comments remotely. The Commission will also allow public comment from members of the public who choose to participate remotely. It is possible that the Commission may experience technical challenges that interfere with the ability of members of the public to participate in the meeting remotely. If that happens, the Commission will attempt to correct the problem, but may continue the hearing so long as people attending in-person are able to observe and offer public comment.

J. Public Comment and Due Process

During general public comment, members of the public sometimes wish to address the Civil Service Commission regarding matters that may come before the Commission in its capacity as an adjudicative body. The Commission does not restrict this use of general public comment. To protect the due process rights of parties to its adjudicative proceedings, however, the Commission will not consider, in connection with any adjudicative proceeding, statements made during general public comment. If members of the public have information that they believe to be relevant to a matter that will come before the Commission in its adjudicative capacity, they may wish to address the Commission during the public comment portion of that adjudicative proceeding. The Commission will not consider public comment in connection with an adjudicative proceeding without providing the parties an opportunity to respond.

K. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

*** Temporary Wheelchair-accessible entrances are located on Van Ness Avenue and Grove Street. Please note the wheelchair lift at the Goodlett Place/Polk Street is temporarily not available. After multiple repairs that were followed by additional breakdowns, the wheelchair lift at the Goodlett/Polk entrance is being replaced for improved operation and reliability.**

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (628) 652-1100 or email civilservice@sfgov.org to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Victor Young, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <https://sfethics.org/>.

**Executive Officer
Civil Service Commission
25 Van Ness Avenue, Suite 720
San Francisco, CA 94102**

10. Receipt-stamp this form in the ACSC RECEIPT STAMP≡
box to the right using the time-stamp in the CSC Office.

Attachment

CSC-22 (11/97)

CSC RECEIPT STAMP

Contact Listing for Notification

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John.C.Kraus@sfgov.org



MEMORANDUM

DATE: September 18, 2024

TO: The Honorable Civil Service Commission

THROUGH: Carol Isen, Human Resources Director
Anna Biasbas, Employment Services Director
Department of Human Resources

FROM: Shivani Nath
Examinations and Classification Manager
San Francisco Municipal Transportation Agency

John Kraus, Miscellaneous Exams Manager
Department of Human Resources

SUBJECT: **Appeal of Rejection of Application by Reid Allen Anrod for 1314
(CBT-1314-T00102)**

BACKGROUND

The job ad for the Public Relations Officer (CBT-1314-T00102) recruitment was issued and open for filing from May 13, 2024 through June 6, 2024, by the Municipal Transportation Agency (MTA), Human Resources Division, Exams and Classification unit. The minimum qualifications for this recruitment included a baccalaureate degree and four years of experience with substitution available for both education and experience.

On May 15, 2024, Appellant Reid Allen Anrod ("Anrod") submitted an application to the recruitment. On their application, Anrod indicated that they possessed a bachelor's and master's degree in English and four (4) years and four (4) months of experience in various occupations [Attachment B].

However, MTA determined that they did not meet the experience requirement for the recruitment and sent them a notice of rejection on June 21, 2024. In the notice, MTA explained how Anrod did not meet the minimum qualifications and allowed them to submit by 5:00 p.m. on June 28, 2024, additional verification of experience [Attachment C]. On June 24, 2024, Anrod submitted additional verification documentation [Attachment D]. Unfortunately, upon thorough review, MTA determined that Anrod still did not satisfy the experience requirements for the CBT-1314-T00102 recruitment and was sent a final letter of rejection on July 15, 2024 [Attachment E]. On July 16, 2024, Anrod appealed the rejection of their application to the Civil Service Commission [Attachment F].

ISSUE

Does Anrod meet the minimum qualifications to participate in the examination for recruitment CBT-1314-T00102?

AUTHORITY/STANDARDS

Sec. 110.2 Examination Announcements

The examination announcement shall be the official notice of an examination and shall provide the qualifications, dates, and other particulars regarding the selection procedure. Applicants must be guided solely by the terms of the examination announcement.

Sec. 110.4 Appeals of Examination Announcements

Appeals concerning the provisions of an examination announcement must be received by the Human Resources Director within five (5) business days from the issuance date. The Human Resources Director shall rule on all appeals and shall notify appellants in writing of the decision. This decision is subject to appeal to the Commission as provided elsewhere in these Rules.

Sec. 110.9 Qualifications of Applicants

Every applicant for an examination must possess and maintain the qualifications required by law and by the examination announcement for the examination. Experience gained in violation of Commission Rules shall not be recognized. City and County employees shall receive credit only for the duties of the class to which appointed or assigned unless sufficient and credible documentation is provided to verify performance of other duties. Employees may receive credit for duties not usually performed by incumbents in a class if their employee file contains contemporaneous documentation that the duties were assigned and performed. By way of example but not limitation, records that describe and verify the out-of-class assignment that may be accepted as documentation include a valid performance appraisal completed during the normal evaluation period, payroll records filed at the time of the assignment and Notice of Assignment. Credit for duties not usually performed by incumbents in a class based on non-contemporaneous documentation shall require the certification of the Appointing Officer and the approval of the Human Resources Director

FINDINGS

The job ad for the 1314 Public Relations Officer (CBT-1314-T00102) recruitment was posted in accordance with CSC rule 110.2, which states, “the examination announcement shall be the official notice of an examination and shall provide the qualifications, dates, and other particulars regarding

the selection procedure. Applicants must be guided solely by the terms of the examination announcement.”

The minimum qualifications for class 1314 Public Relations Officer require a baccalaureate degree from an accredited college or university. It also requires four (4) years of full-time professional experience in editorial, newspaper, magazine, radio, television, public relations, public affairs, public information, social media, digital engagement, advertising, marketing, or similar work directly responsible for the preparation and dissemination of news and information in a variety of formats for internal and external audiences, which must include at least one (1) year of experience in planning and conducting a public relations, public information, or public education program. The minimum qualifications specify that additional experience, as described, can substitute for up to one year of the required degree. Additionally, a master's degree in public relations, journalism, mass communications, marketing, or a closely related field from an accredited college or university can replace one year of the required experience.

According to CSC Rule 110.9, “every applicant for an examination must possess and maintain the qualifications required by law and by the examination announcement for the examination.”

At the time of filing, Anrod attached the following to their application:

- a. Resume.
- b. Cover letter.
- c. Art and Graphic Design Portfolio.
- d. Letter from Durkin & Roberts, dated January 26, 2020, verifying their employment as a Law Clerk and Administrative Assistant during school breaks – (no dates specified).
- e. Letter from Cornell University - The College of Arts & Science, dated August 29, 2022, verifying their employment as a Research Assistant from February 2021 to end of Summer 2021.
- f. Letter from Consulate General of the Republic of Korea, dated August 10, 2023, verifying their employment as a Consul from January 2023 – (no end date specified).

Anrod was given five business days after they had received their first notification of ineligibility to provide additional information to demonstrate that they possessed the required experience to satisfy the minimum qualifications. During the “reconsideration period,” Anrod again provided a copy of the letter from Durkin & Roberts, Cornell University - The College of Arts & Science and Consulate General of the Republic of Korea. The only new documentation that Anrod submitted was a:

- a. Letter from Consulate General of the Republic of Korea, dated June 25, 2024, verifying their employment as a Senior Researcher from January 9, 2023 to present.

ANALYSIS

In Anrod's appeal, they contests that they should be qualified for the current 1314 Public Relations recruitment based on their experience as an Editor, and Law Clerk in addition to their education.

Anrod was credited for possession of a baccalaureate degree from an accredited college or university and two (2) years and one (1) month towards the experience requirement, which was based on their current work as a Speechwriter and Senior Researcher at the Consulate General of the Republic of Korea and their experience as a Research Assistant at Cornell University.

According to Anrod's application, they worked as an Essay Editor for EssayEdge Academic Editing Services from June 2021 through January 2023 and as a Law Clerk at Durkin & Roberts Law Firm during the summer and winter of 2018 and the summer of 2019. Anrod did not receive credit for any of this experience because neither role disseminated news and information in a variety of formats for internal and external audiences, as required in the minimum qualifications. In the appeal, Anrod contends that writing attorney letters and inter-office memos is a form of information writing to disseminate to a reader. However, Anrod's experience is specific to the business's internal operations.

Finally, while Anrod was credited for their baccalaureate degree, they did not receive credit for their master's degree in English as a substitution of qualifying experience. A master's degree in English is fundamentally different from degrees in public relations, journalism, or mass communications. English programs are primarily centered on literature, advanced writing techniques, and critical analysis of texts. In contrast, public relations, journalism, and mass communications programs focus on the social sciences, emphasizing skills in researching, reporting, and managing information related to news and events. The core curricula and practical applications of these fields are distinct, with the latter disciplines specifically training students to engage with media and public communication in ways that are not covered by an English degree. Even if the master's in English were considered a closely related field, Anrod would still be eleven (11) months short of meeting the MQs.

CONCLUSION

Applicants are evaluated to determine if they possess the minimum qualifications stated in the job ad. Based on a thorough review of all the materials Anrod provided, MTA determined that they needed another year and eleven months of full-time professional experience in editorial, newspaper, magazine, radio, television, public relations, public affairs, public information, social media, digital engagement, advertising, marketing, or similar work directly responsible for the preparation and dissemination of news and information in a variety of formats for internal and external audiences to qualify for the Public Relations Officer (CBT-1314-T00102) recruitment.

Therefore, Anrod does not meet the minimum qualifications specified in the job ad and should not be allowed to participate in this CBT 1314 Public Relations Officer recruitment.

RECOMMENDATION

Deny the appeal and adopt the report of the Municipal Transportation Authority.

INDEX

Attachment	Description
A	1314 Job Ad
B	Anrod Application Package
C	Fist Reject Letter
D	Additional Docs Submitted by Anrod
E	Second Reject Letter
F	Anrod Notice of Appeal



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Career Opportunity

Public Relations Officer – Citywide (1314) – (T00102)

Recruitment: REF40669D

Published: May 30, 2024

Contact:

Maggie Lau - Maggie.Lau@sfmta.com

Apply Now

Apply using SmartRecruiters, the City and County of San Francisco's application portal [Learn More](#)

Share

Department: Citywide

Job class: [1314-Public Relations Officer](#)

Salary range: \$109,434.00 – \$143,234.00

Role type: Permanent Civil Service [What does this mean?](#)

Hours: Full-time

Exam type: Class Based Test

Rule: Rule of 5 [What does this mean?](#)

List type: Combined Promotive and Entrance

About:

5/30/24: The announcement has been extended to accept additional applications. Applicants who have already submitted their application do not need to reapply.

THIS IS A CITYWIDE EXAM

Application Opening: May 13, 2024

Deadline to Apply: 11:59 PM on June 2, 2024 (original deadline)

Apply Immediately. Application filing has been extended at least through June 5, 2024, and will close anytime thereafter.

Recruitment ID: CBT-1314-T00102 | RTF406693D

San Francisco is a vibrant and dynamic city, on the forefront of economic growth & innovation, urban development, arts & entertainment, as well as social issues & change. This rich tapestry of culture and ideas is sustained by our City's commitment to heighten the quality of life for the diverse population of San Franciscans and residents of the greater Bay Area. Our employees play an important role not only in making our City what it is today, but also in shaping the future of San Francisco.

Role description

Under general direction, develops, organizes, directs and evaluates a comprehensive program to inform the public of the activities and objectives of a city department.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code and are not intended to be an inclusive list.

1. Develops, carries out and interprets policy, methods and procedures relating to the conduct of a complete public relations program.
2. Creates and oversees the development and administration of public relations programs, campaigns and websites for the purpose of establishing and maintaining an effective public relations program, including multilingual and multicultural programs.
3. Analyzes the extent of public understanding and acceptance of the department's programs and activities through market research projects; this includes identifying specific demographic groupings for programs and activities, setting objectives, developing a detailed plan and strategy and analyzing results.
4. Prepares reports and a variety of written materials for internal and external audiences; writes press releases and advisories, maintains a current file of publicity and work-related information, media contracts, and other records essential to an effective public relations program.
5. Develops, prepares and implements marketing and promotional programs to increase support for and the use of department services through a variety of advertising and promotional strategies such as special events, press events and customer incentives.
6. Creates, develops implements, and evaluates public information and public outreach programs, special events, projects and campaigns to keep staff, management, public, prospective users of services, interested organizations and trade groups informed of the department activities by conducting staff meetings, contacting individuals and groups and issuing information via the press, radio, television, magazines, trade publications, social media, podcasts and other communication media; responds to questions and requests from these various sources.

7. Plans, assigns and evaluates the work of subordinate staff in the preparation of public relations and marketing programs and projects.
8. Addresses civic organizations, neighborhood associations, trade groups and other organizations to explain the activities and services of the department. Organizes and convenes community meetings and focus groups and makes presentations.
9. Utilizes specialized computer software and online platforms to develop and administer websites and social media, and to create and edit videos, photos, and artwork for various publications.
10. Consults with and advises top management on the public relations implications of the department's activities. Meets with management individually and at staff meetings to advise of public relations implications on proposed actions, media strategies, communications and ongoing programs and activities.
11. Investigates complaints directed at the department's operation; recommends corrective action to preclude further adverse action or opinion; may prepare replies to such complaints.
12. Organizes tours and orientation sessions for the media, visiting dignitaries, trade representatives and the public.
13. Performs related duties and responsibilities as assigned

Nature of Work: Some positions may be subject to adverse weather conditions, walking long distances, and driving a vehicle to project sites and meetings. May require work on nights, weekends and/or holidays.

How to qualify

Education

Possession of a baccalaureate degree from an accredited college or university; **AND**

Experience

Four (4) years of full-time professional experience in editorial, newspaper, magazine, radio, television, public relations, public affairs, public information, social media, digital engagement, advertising, marketing, or similar work directly responsible for the preparation and dissemination of news and information in a variety of formats for internal and external audiences. This experience must include at least one (1) year of experience in planning and conducting a public relations, public information, or public education program.

Substitution

1. Additional experience as described above may be substituted for the required degree on a year-for-year basis. Thirty (30) semester units or forty-five (45) quarter units equal one year.
2. Possession of a Master's degree from an accredited college or university in public relations, journalism, mass communications, marketing or a closely related field may substitute for up to one (1) year of the required experience. The degree may not substitute for the one (1) year of required public relations, public information, or public education program experience.

One year of full-time employment is equivalent to 2000 hours. (2000 hours of qualifying work experience is based on a 40-hour work week.) Any overtime hours that you work above forty (40) hours per week are not included in the calculation to determine full-time employment.

VERIFICATION

Applicants may be required to submit verification of qualifying education and experience at any point during the recruitment and selection process. If education verification is required, information on how to verify education requirements, including verifying foreign education credits or degree equivalency, can be found at [here](#).

Note: Falsifying one's education, training, or work experience or attempted deception on the application may result in disqualification for this and future job opportunities with the City and County of San Francisco.

All work experience, education, training, and other information substantiating how you meet the minimum qualifications must be included on your application by the filing deadline. Information submitted after the filing deadline will not be considered in determining whether you meet the minimum qualifications.

Resumes will not be accepted in lieu of a completed City and County of San Francisco application. Applications completed improperly may be cause for ineligibility, disqualification or may lead to lower scores.

SELECTION PROCEDURE:

After application submission, candidates deemed qualified must complete all subsequent steps to advance in this selection process, which includes the following.

Minimum Qualification Supplemental Questionnaire (MQSQ):

Candidates will be required to complete a MQSQ as part of the employment application. This MQSQ is designed to obtain specific information regarding an applicant's experience in relation to the Minimum Qualifications (MQ) for this position. The MQSQ will be used to evaluate if the applicant possesses the required minimum qualifications.

Written Multiple-Choice Examination (Weight: 100%):

Candidates deemed eligible and admitted to the examination process will be administered a written multiple-choice test designed to measure knowledge, skills and/or abilities in job-related areas which may include but is not limited to; knowledge of basic principles and practices of communications, marketing, and public outreach; analytical ability; organizational ability; program management ability; supervisory ability; human relations ability; and oral and written communications ability.

This is a standardized examination and, therefore, test questions and test answers are not available for public inspection or review.

Candidates must achieve a passing score in order to be placed on the eligible list/score report.

What else should I know?

A confidential eligible list of applicant names that have passed the civil service examination process will be created and used for certification purposes only. An examination score report will be established, so applicants can view the ranks, final scores and number of eligible candidates. Applicant information, including names of applicants on the eligible list, shall not be made public unless required by law. However, an eligible list shall be made available for public inspection, upon request once the eligible list is exhausted or expired and referrals resolved. The eligible list/score report resulting from this civil service examination process is subject to change after adoption (e.g., as a result of appeals), as directed by the Director of Transportation or the Civil Service Commission.

The duration of the eligible list resulting from this examination process will be **24 months** and may be extended with the approval of the Human Resources Director.

To find Departments which use this classification, please see <https://sfdhr.org/sites/default/files/documents/Forms-Documents/Position-Counts-by-Job-Codes-and-Department-FY-2023-24.pdf>

Terms of Announcement and Appeal Rights:

Applicants must be guided solely by the provisions of this announcement, including requirements, time periods and other particulars, except when superseded by federal, state or local laws, rules or regulations. [Note: The correction of clerical errors in an announcement may be posted on the Department of Human Resources website at <https://careers.sf.gov>. The terms of this announcement may be appealed under Civil Service Rule 110.4. Such

appeals must be submitted in writing to the Department of Human Resources, 1 S Van Ness Avenue, 4th Floor, San Francisco, CA 94103-5413 by close of business on the 5th business day following the issuance date of this examination announcement. Information concerning other Civil Service Commission Rules involving announcements, applications and examination policies, including applicant appeal rights, can be found on the Civil Service Commission website at <http://sfgov.org/civilservice/rules>.

Airport-specific Conditions of Employment:

Transportation Security Administration (TSA) Security Clearance:

Candidates for employment with the San Francisco Airport Commission are required to undergo a criminal history record check, including FBI fingerprints, and Security Threat Assessment in order to determine eligibility for security clearance and may be required to undergo drug/alcohol screening. Per Civil Service Commission Rule Section 110.9.1, every applicant for an examination must possess and maintain the qualifications required by law and by the examination announcement for the examination. Failure to obtain and maintain security clearance may be basis for termination from employment with the Airport Commission.

Customs Clearance: This position may require that the incumbent be qualified for unescorted access to the San Francisco International Airport U.S. Customs Security Area. An application for a U.S. Custom Access Seal may be submitted to Customs ONLY after employment has commenced. Employment in this position requires that the incumbent submit an application for, successfully acquire and maintain a Customs Access Seal. Per Civil Service Commission Rule 110.9.1, every applicant must possess and maintain the qualifications required by law and by the examination announcement for this examination. Failure to acquire or maintain customs access, a requirement for this position, may be basis for termination from employment with the Airport Commission. Customs Access Seal requirements and procedures are located in the Code of Federal Regulations, Title 19, Part 122, Sections 181 or 189.

Additional Information Regarding Employment with the City and County of San Francisco:

- [Information About the Hiring Process](#)
- [Conviction History](#)
- [Employee Benefits Overview](#)
- [Equal Employment Opportunity](#)
- [Disaster Service Worker](#)
- [ADA Accommodation](#)
- [Veterans Preference](#)
- [Seniority Credit in Promotional Exams](#)
- [Right to Work](#)
- [Copies of Application Documents](#)
- [Diversity Statement](#)

How to Apply

Applications for City and County of San Francisco jobs are only accepted through an online process.

1. Visit [Careers with Purpose | City and County of San Francisco \(sf.gov\)](#).
2. Type "1314" in to the "Search by class or keyword" field.
3. Click the link to open the Job Announcement.
4. Select the "Apply Now" button and follow instructions on the screen.

Applicants may be contacted by email about this recruitment and, therefore, it is their responsibility to ensure that their registered email address is accurate and kept up-to-date. Also, applicants must ensure that email from CCSF is not blocked on their computer by a spam filter. To prevent blocking, applicants should set up their email to accept CCSF mail from the following addresses (@sfgov.org, @sfdpw.org, @sfport.com, @flysfo.com, @sfwater.org, @sfdph.org, @asianart.org, @sfmta.com, @sfpl.org, @dcyf.org, @first5sf.org, @famsf.org, @ccsf.edu, @smartalerts.info, and @smartrecruiters.com).

Applicants will receive a confirmation email that their online application has been received in response to every announcement for which they file. Applicants should retain this confirmation email for their records. **Failure to receive this email means that the online application was not submitted or received.**

Exam Analyst Information: If you have any questions regarding the exam process, please contact the exam analyst, Maggie.lau@sfmta.com. ML |CBT-1314-T00112| CPE

The City and County of San Francisco encourages women, minorities and persons with disabilities to apply. Applicants will be considered regardless of their sex, race, age, religion, color, national origin, ancestry, physical disability, mental disability, medical condition (associated with cancer, a history of cancer, or genetic characteristics), HIV/AIDS status, genetic information, marital status, sexual orientation, gender, gender identity, gender expression, military and veteran status, or other protected category under the law.

Apply Now

Attachment B

Reid Anrod - (REF40669D) - Public Relations Officer - Citywide (1314) - (T00102)

OFFICIAL COPY

Job Application

Reid Anrod

Submission: 12:21:31 on 2024-May-15	Email: [REDACTED]
-------------------------------------	-------------------

Experience

<p>Speechwriter & Senior Researcher Consulate General of the Republic of Korea</p> <ul style="list-style-type: none">- Writes official English-language speeches for Consul General Jung as directed, or as Consulate events require, with speechwriting duties including outlining, drafting, editing, and finalizing speeches in collaboration with consuls, as well as performing primary research on speeches' subject matter (e.g. on U.S.-Korean security cooperation for military ball).- Handles other formal English-language communications on behalf of the Consulate, such as letters to elected officials in the five states of the South Central jurisdiction (U.S. senators and representatives, governors, members of state legislatures, city mayors and department heads), diplomatic notes, press releases, and email correspondence.- Answers directly to the consuls for political, cultural, and economic affairs, carrying out research tasks, aiding in the crafting of presentations, and producing write-ups for diverse reports to government HQ in Seoul.- Reads local and national newspapers daily, compiling reports on key political developments, including updates on U.S. political races at multiple levels, in addition to tracking & reporting on notable bills' progress throughout the 2023 Texas Legislative Session, also for transmission to Seoul.- Helps arrange main engagements for Consul General, notably 1) meetings with government officials, supporting consuls in making contact, preparing talking points, taking meeting notes, and sending follow-up letters, and 2) Consulate events, such as our Concert Celebrating the 70th Anniversary of the ROK-U.S. Alliance, Korean War Veterans Luncheon, ROK-U.S. Space Cooperation Forum, and National Korea Day Reception.- Acting liaison to the Houston branch of the U.S. Department of State's Office of Foreign Missions, consulting about policy matters to ensure compliance with the Vienna Convention & bilateral agreements, and managing the eGov filing system for all Consulate members, including Notifications of Appointment, Termination, and Change.	2023-01 - Present
<p>Essay Editor EssayEdge Academic Editing Services</p> <ul style="list-style-type: none">- Operated as a contractor, receiving essays from undergraduate, graduate, and professional school applicants, both domestic and international, for formal review.- Assisted clients one-on-one with services ranging from basic proofreading to exhaustive editing &	2021-06 - 2023-01

Reid Anrod - (REF40669D) - Public Relations Officer - Citywide (1314) - (T00102)

letter-formatted feedback, advising improvements in mechanics, style, structure, and content. Responded to follow-up inquiries via email.

Research Assistant

2021-02 - 2021-09

Cornell University Government Department

- Supported Professor Uriel Abulof in extensive research necessary to complete his newest book on the Israeli-Palestinian conflict (date of publication TBD), chiefly by seeking out relevant source materials, and subsequently scouring those books, articles, and essays for qualitative evidence relating to Prof. Abulof's thesis.

- Regularly met with Prof. Abulof to review findings and propose new directions for investigation.

- Proofread the first draft of Professor Abulof's working manuscript, making technical revisions in addition to substantive suggestions where appropriate.

Law Clerk

2018-07 - 2019-08

Durkin & Roberts Attorneys and Counselors

- Processed boxes of government discovery files, producing interoffice memos synthesizing key discovery findings, as well as highlighting notable extracts.

- Performed case-related tasks, including inventorying of discovery, updates to case timelines, drafting attorney-to-client letters, and note-taking during client consultations.

- Helped coordinate and execute the Durkin & Roberts office relocation of summer 2019.

Education

University of Oxford (Oxford, UK)

*Master's Degree in English
and American Studies*
Complete

BA Government, BA English, Minor German

Cornell University

Bachelor of Arts
Complete

Walter Payton College Prep High School

High School Diploma
Complete

Reid Anrod

Phone: [REDACTED]
Email: [REDACTED]

Home: [REDACTED]

EDUCATION

University of Oxford (Oxford, UK)

October 2021 – July 2022

- Master's Degree in English and American Studies

Degree Mark: **Merit** Dissertation Mark: **Distinction** Topic: **New Materialist Work in *Moby-Dick***

Courses: A-Core (American literature, contexts and approaches); B-Core (Bibliography, theories of text, history of the book, manuscript studies); Place and Nature Writing 1750–Present Day (Elective); Ideas of Literature in the Fifteenth Century (Elective).

Publications: ‘**The Survival of Dave,**’ featured article in *Oxford Research in English* journal, Issue 15

Cornell University (Ithaca, NY)

September 2017 – December 2020

- Bachelor of Arts in English
- Bachelor of Arts in Government

Final GPA: **4.037** Minor: **German** Graduation Honors: **Distinction in All Subjects**

Walter Payton College Prep High School (Chicago, IL)

September 2013 – June 2017

Final GPA: **4.0** SAT: **1550/1600** Graduation Honors: **AP Scholar with Distinction**

WORK EXPERIENCE

Speechwriter & Senior Researcher

January 2023 – Present

Consulate General of the Republic of Korea

Houston, TX

- Writes official English-language speeches for Consul General Jung as directed, or as Consulate events require, with speechwriting duties including outlining, drafting, editing, and finalizing speeches in collaboration with consuls, as well as performing primary research on speeches' subject matter (e.g. on U.S.-Korean security cooperation for military ball).
- Handles other formal English-language communications on behalf of the Consulate, such as letters to elected officials in the five states of the South Central jurisdiction (U.S. senators and representatives, governors, members of state legislatures, city mayors and department heads), diplomatic notes, press releases, and email correspondence.
- Answers directly to the consuls for political, cultural, and economic affairs, carrying out research tasks, aiding in the crafting of presentations, and producing write-ups for diverse reports to government HQ in Seoul.
- Reads local and national newspapers daily, compiling reports on key political developments, including updates on U.S. political races at multiple levels, in addition to tracking & reporting on notable bills' progress throughout the 2023 Texas Legislative Session, also for transmission to Seoul.
- Helps arrange main engagements for Consul General, notably 1) meetings with government officials, supporting consuls in making contact, preparing talking points, taking meeting notes, and sending follow-up letters, and 2) Consulate events, such as our Concert Celebrating the 70th Anniversary of the ROK-U.S. Alliance, Korean War Veterans Luncheon, ROK-U.S. Space Cooperation Forum, and National Korea Day Reception.
- Acting liaison to the Houston branch of the U.S. Department of State's Office of Foreign Missions, consulting about policy matters to ensure compliance with the Vienna Convention & bilateral agreements, and managing the eGov filing system for all Consulate members, including Notifications of Appointment, Termination, and Change.

Essay Editor**June 2021 – January 2023****EssayEdge Academic Editing Services****Remote**

- Operated as a contractor, receiving essays from undergraduate, graduate, and professional school applicants, both domestic and international, for formal review.
 - Assisted clients one-on-one with services ranging from basic proofreading to exhaustive editing & letter-formatted feedback, advising improvements in mechanics, style, structure, and content.
- Responded to follow-up inquiries via email.

Research Assistant**Spring – Fall 2021****Cornell University Government Department****Ithaca, NY**

- Supported Professor Uriel Abulof in extensive research necessary to complete his newest book on the Israeli-Palestinian conflict (date of publication TBD), chiefly by seeking out relevant source materials, and subsequently scouring those books, articles, and essays for qualitative evidence relating to Prof. Abulof's thesis.
- Regularly met with Prof. Abulof to review findings and propose new directions for investigation.
- Proofread the first draft of Professor Abulof's working manuscript, making technical revisions in addition to substantive suggestions where appropriate.

Law Clerk**Summer and Winter 2018, Summer 2019****Durkin & Roberts Attorneys and Counselors (Criminal Defense)****Chicago, IL**

- Processed boxes of government discovery files, producing interoffice memos synthesizing key discovery findings, as well as highlighting notable extracts.
- Performed case-related tasks, including inventorying of discovery, updates to case timelines, drafting attorney-to-client letters, and note-taking during client consultations.
- Helped coordinate and execute the Durkin & Roberts office relocation of summer 2019.

Kitchen & Wait Staff**Summer, 2018****Casey Morans Sports Bar and Restaurant****Chicago, IL****NONPROFIT INVOLVEMENT**

Lawyers for the Creative Arts, Associate Board Member**October 2022 – Present****Defining Humanity, Volunteer Researcher****October 2022 – Present****EXTRACURRICULAR ACTIVITIES**

Eagle Scout, Boy Scouts of America, Troop 3**Freshman – Senior Year (High School)****Darkroom Manager, Risley College, Cornell University****Sophomore, Junior Year (College)****Graphic Designer, 'BLINKER' (local indie-rock band)****Graduate School****AWARDS & RECOGNITION**

Phi Beta Kappa Honoree**Senior Year (College)****Dean's List for Excellence in Scholarship****Freshman – Senior Year (College)****German Book Prize and Consulate Recognition****Freshman, Sophomore Year (College)****Publication in *AMO Zine* (Cornell Art Magazine)****Senior Year, Fall (College)****Eagle Scout, Boy Scouts of America****Senior Year (High School)****National Merit Scholarship Finalist****Senior Year (High School)****Scholastic Latin Award****Senior Year (High School)****National Latin Exam Gold Medalist****Freshman, Junior, Senior Year****First Place, State Latin "Certamen" Championship****Junior Year (High School)**

San Francisco City Hall
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

Reid Anrod
[REDACTED]
[REDACTED]
[REDACTED]

To the Hiring Manager, and City Department Communications Leads,

My name is Reid, and I serve as a speechwriter and senior researcher at the Consulate General of the Republic of Korea in Houston. I am writing to you about the open Public Relations Officer position, following my deep belief in the City of San Francisco's cause, and in my own suitability to support it. This cause is not a simple one, as it requires rising to both the practical needs and high ideological standard of the people of San Francisco. In order to not only advance a unified city agenda under Mayor Breed, and the human services & rights that agenda emphasizes, but to raise the bar of equity in SF – while bridging the needs of individuals, communities, city, county, and state – departments citywide must be able to stand in communion with a vast range of parties.

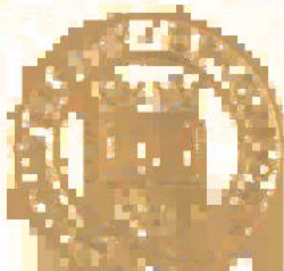
Through my experience as a speechwriter in Houston's international consular corps, coupled with my graduate & undergraduate education in English and Political Science from Cornell University and the University of Oxford, I believe I now possess the skillset to support departmental public relations teams in sustaining that essential dialogue. I am a lifelong student of the art and science of communication, whose dedication has been proven over many pages of work. My writing abilities were honed across my studies and the jobs I held during them, such as my experiences as an essay editor, law clerk, and research assistant in Cornell's Government Department.

In each of these roles, I have grown as a compassionate collaborator while developing my range of voice, especially through my regular obligation to give constructive feedback on others' work, often of a very personal nature – whether a client's essay, professor's manuscript, or consul's letter to a local official. The goal, ultimately, is to find paths within written & spoken communications to connect with all sectors of society. This begins with considerations of social impact and justice, and ends with story-telling, as well as a focus on the human experience. I trust that even as my theory of public relations continues to evolve, these priorities will remain at the fore, and guide me each step of the way. I ask: Who are we reaching? Who are we enabling to reach us?

I also appreciate that vocal range necessarily draws on fluency in a broad scope of subject matter. At least for me, this can only come from high-quality research. To be able to participate in the Consulate's communications strategy, I not only keep up with the news, but perform deep dives into the topics we must address for any given occasion, in cooperation with our in-house experts. By now, I am confident in my craft. I bring the voice, heart, and talent the City of San Francisco depends upon to amplify its impact, and I look forward to the chance to put these words into action.

Thank you for your consideration. With my kind wishes,

Reid Anrod



UNIVERSITY OF OXFORD

INSTITUTIONAL INVESTMENT

INSTITUTIONAL INVESTMENT

INSTITUTIONAL INVESTMENT



04 January 2024
1-000000

UNIVERSITY OF OXFORD

J. H. H.
H. H. H.



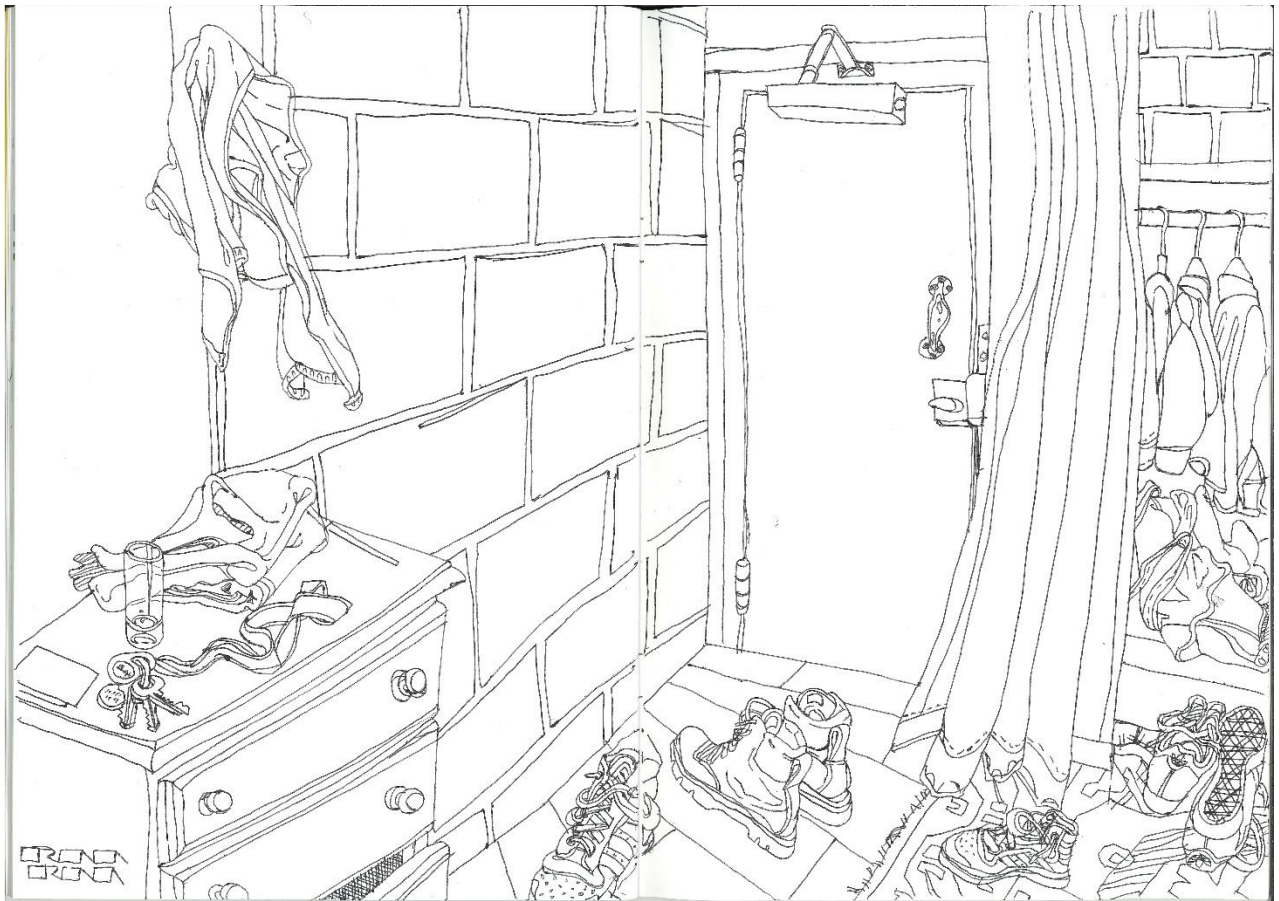
Scanned with a scanner that this is a genuine paper

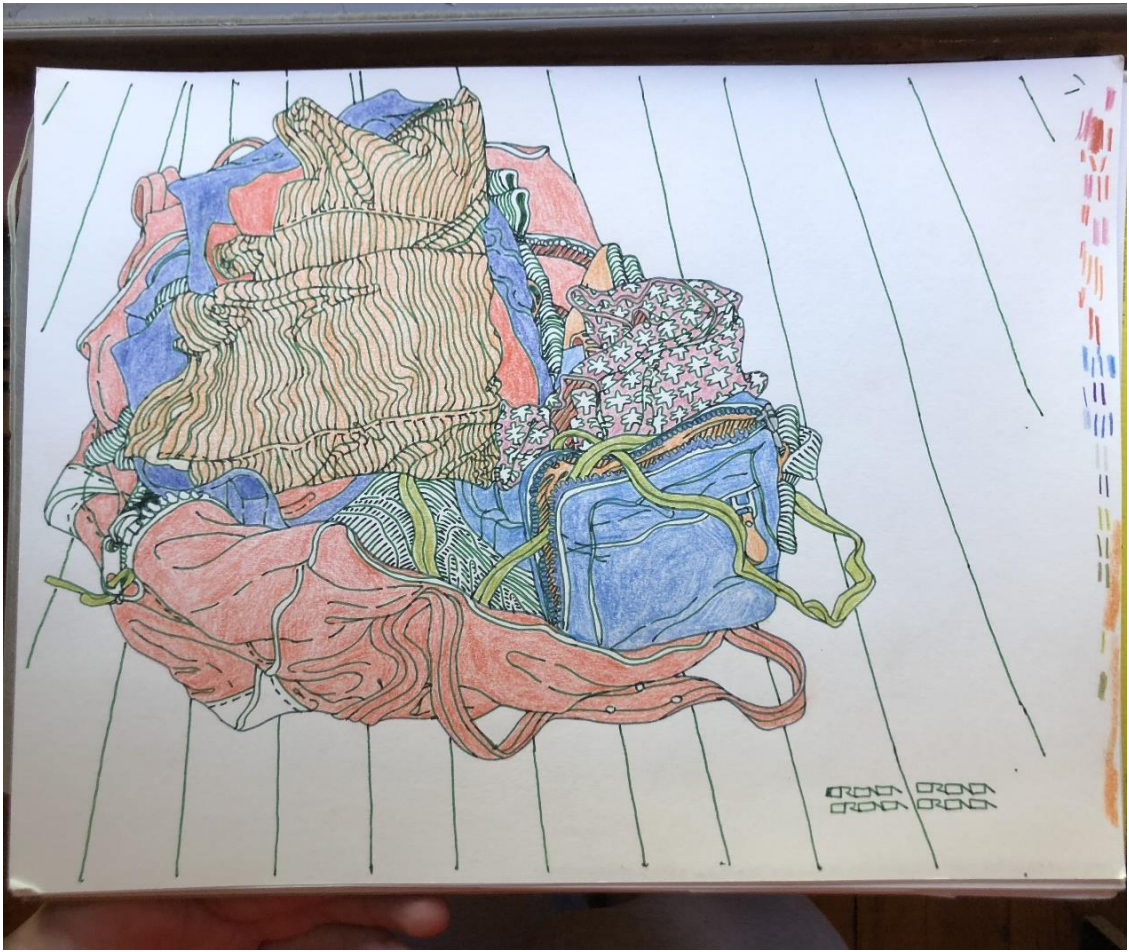
From the Notebooks of Reid Anrod

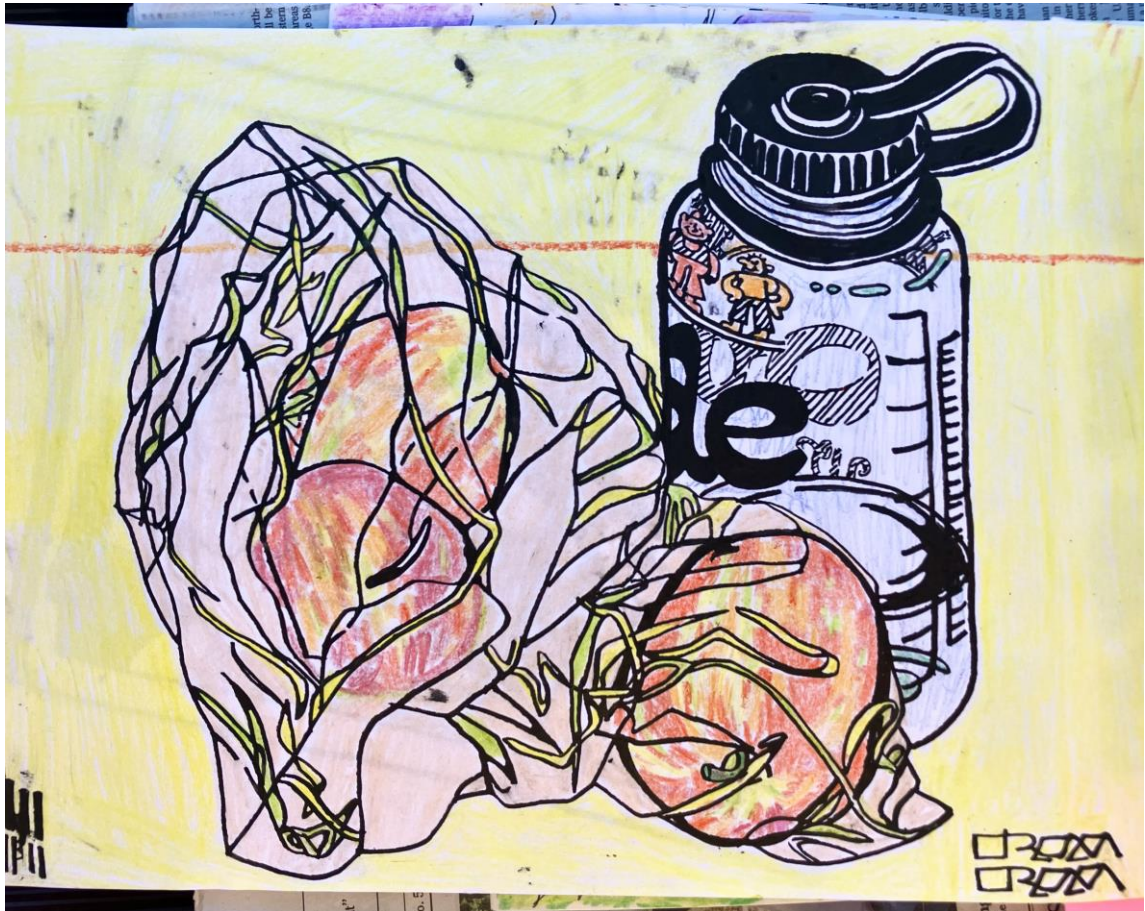
Media: Pen & ink, oil paint, watercolor, pastel, colored pencil, marker



**APARTMENT COMPLEX
MEET AND GREET
W/CUP RAMEN, HOT SAKE
FREE TO B YOUR OWN B
7PM SHARP FRIDAY 1.19
REID-APT.225**

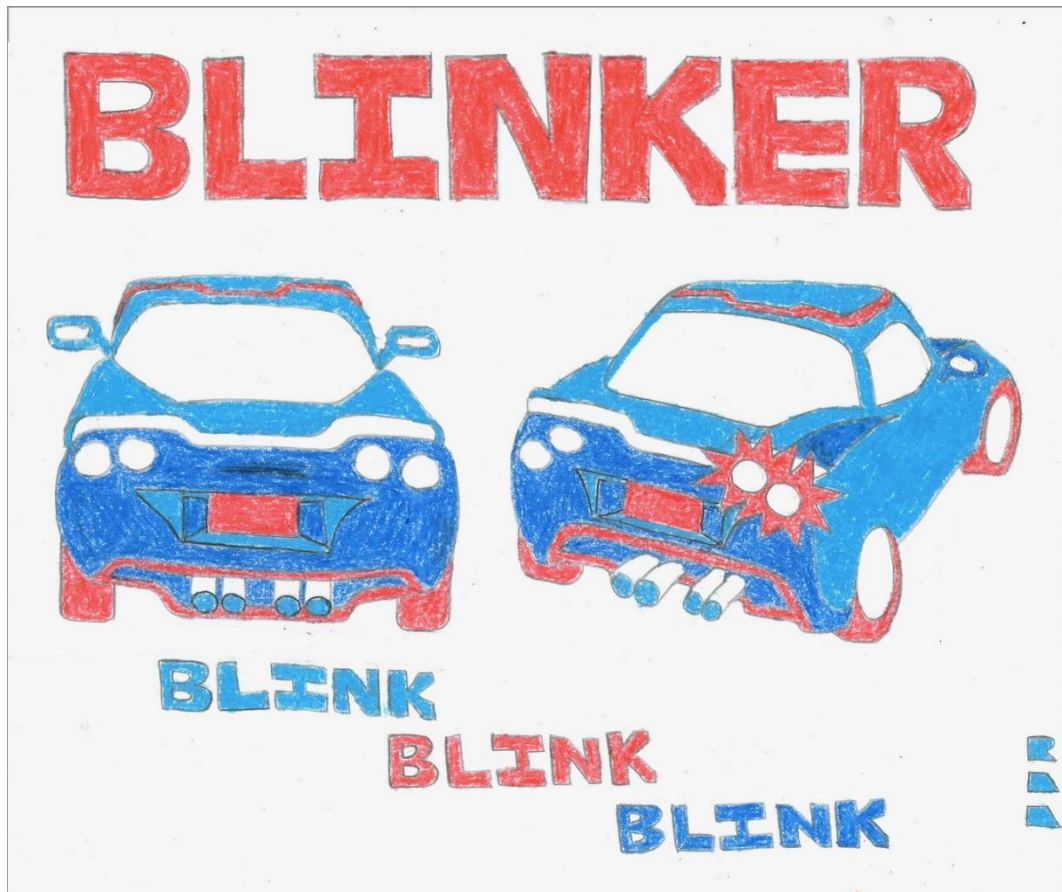




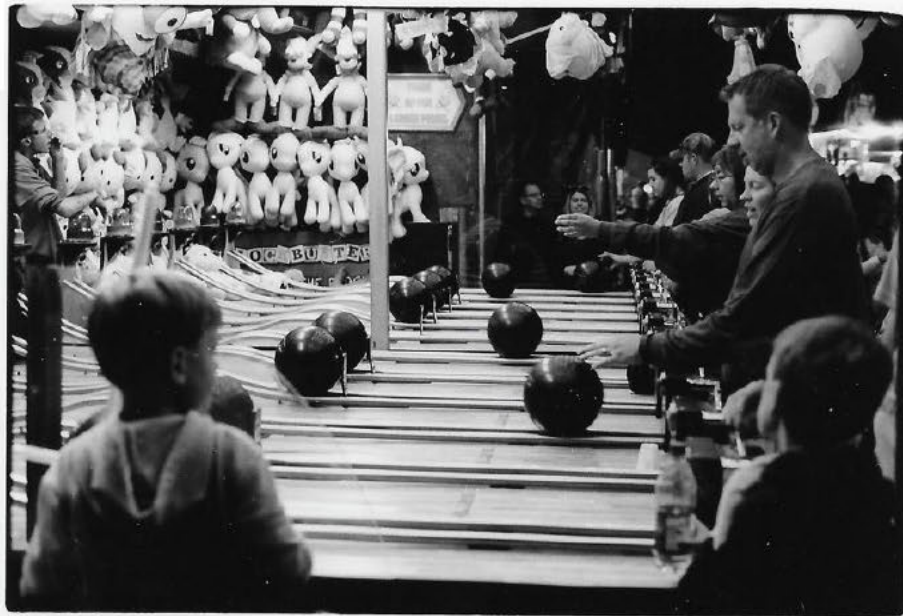




Designs on Commission (Album Art) for Chicago-based Band 'Blinker'

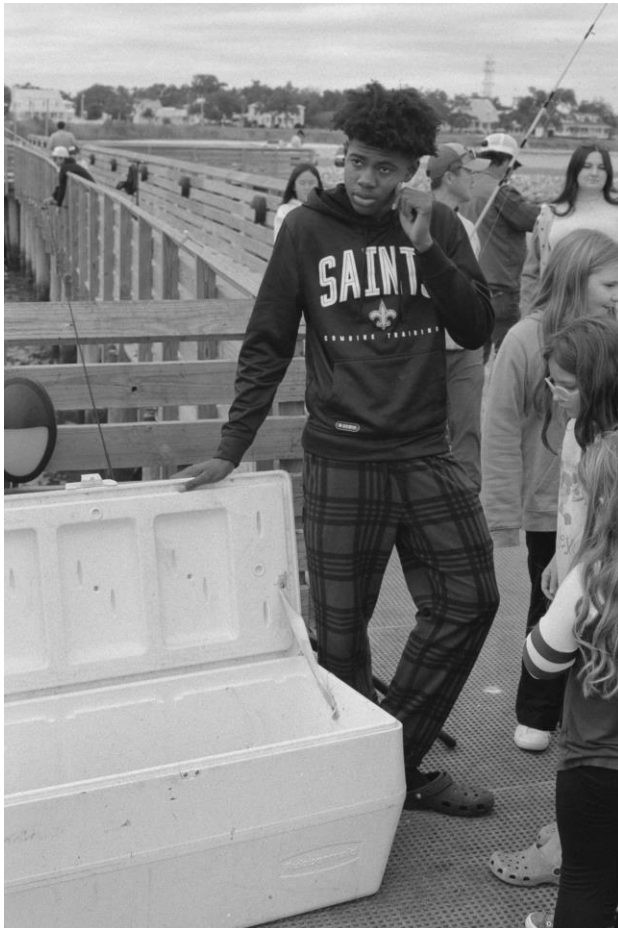


Film Photography
Ilford 35mm HP5+



Canon A1
50 mm F/1.8





DURKIN & ROBERTS

ATTORNEYS AND COUNSELORS

THOMAS ANTHONY DURKIN

TDURKIN@DURKINROBERTS.COM

515 W. ARLINGTON PLACE

CHICAGO, ILLINOIS 60614

TELEPHONE: (312) 981-0123

FACSIMILE: (312) 913-9235

CELL: (312) 909-8980

January 26, 2020

To Whom it May Concern:

Reid Anrod of Cornell University has worked for our law firm for the past two summers as a law clerk and administrative assistant. He has also worked for us at various breaks during the school years. To say that he is outstanding would be putting it mildly. The fact of the matter is that he is one of the best employees we have ever had; which is why he is welcomed back during school breaks, and would be welcomed back this summer again—or any time for that matter. We will be sorry to see him take on another position, even though we realize that he must so as to advance his other educational and career experiences.

Reid is a very hard worker, reliable and someone to whom you do not have to explain things twice. He is very capable of working independently and, most importantly, has very good judgment and maturity. We hire a number of college graduates in gap years, as well as many law students for clerk positions. Reid is every bit as good, if not better, than most of those people we encounter. As a result, I would recommend him wholeheartedly and without reservation.

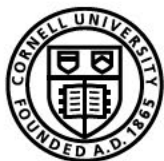
Should you wish any further information about our experience with Reid, please do not hesitate to contact me.

Sincerely yours,



Thomas Anthony Durkin

TAD/ta



The College of
Arts&Sciences

Department of Government

Uriel Abulof
Associate Professor, TAU
202 White Hall
Cornell University
Ithaca, NY 14853-7902
United States

August 29, 2022

+1-607-800-1700
abulof@cornell.edu
government.cornell.edu/uriel-abulof

To Whom It May Concern,

Please allow me to introduce myself: My name is Uriel Abulof, and I am an associate professor of politics, teaching at Cornell University, Princeton University, and Tel-Aviv University. I study the politics of fear, happiness and hope, legitimization, social movements, existentialism, nationalism and ethnic conflicts.

I have known, and have had the great pleasure of working with, Reid Anrod since fall 2020. At the time, Reid joined my seminar on the Israeli-Palestinian conflict, and quickly become the class's leading student. His intelligence and diligence, his collegiality and curiosity – these traits made him an invaluable member of the seminar, continuously making great contributions to class discussion. He concluded the seminar with a splendid paper, that taps into the culture – high and popular – of the conflict through the lens of poetry. Grading his work A+ was almost too obvious.

Soon thereafter, I offered to Reid a research assistant position with me, and was delighted that he accepted the proposal. On the first day of February 2021, Reid took the role through Cornell University's Government Department. Though Reid (as a December 2021 graduate) was only a temporary hire for the spring semester, upon the conclusion of that term at the end of May, I had his hire letter extended through the whole summer. This extension in itself was a testament to my assessment of Reid, and his work. I can say without reservation that he is by far the best RA I have had. All the qualities I identify with him as a student in my class were amplified in his RA capacity. He brought much enthusiasm and commitment, combined with rare intellectual rigor and sensitivity. That these academic qualities wonderfully entwine with an engaging and generous personality was a heartwarming discovery.

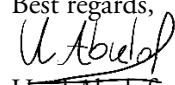
Throughout our time together, Reid has proven himself to be a capable and effective researcher. Working with me on my forthcoming book on the Israeli-Palestinian Conflict, he performed two key tasks: 1) Proofreading and editing, of both the existing manuscript and several articles I published along the way, and 2) Identifying and collecting evidence, from myriad relevant sources. The latter was a truly remarkable feat. In his months working on this project, the recent graduate produced some 250 pages of quoted (and cited) material pertaining to & informing the arguments of my manuscript, and went through the alphabet three times over in indexing his sources, which ranged from books to reports to academic articles and papers. The first time he exhausted a source folder, Reid independently proceeded to identify and procure seven books of his own to tackle.

Reid has repeatedly shown himself to possess a strong work ethic, deep drive to excel, ongoing sense of curiosity, passion to learn and create, and a tremendous capacity for self-direction. Given much autonomy to initiate, Reid did not hesitate to put himself out there, explore new material, and locate its significance in the larger matrix of this highly complicated project. Throughout, he has shown himself to be a great communicator and collaborator.

Diversity and Inclusion are a part of Cornell University's heritage. We are a recognized employer and educator valuing AA/EEO, Protected Veterans, and Individuals with Disabilities. We also recognize a lawful preference in employment practices for Native Americans living on or near Indian reservations.

Under-girding all of our collaborations, and his independent tasks, were the bare bones of those special universal aptitudes which Reid will carry with him to all future opportunities; he is a strong reader, editor, and writer, with a dedication to language – to the written word – and an always inquisitive mind. These qualities only further came into their own this past year as Reid completed his Master's degree in English and American Studies at the University of Oxford. His dissertation was awarded the highest mark, Distinction, and his Hilary Term essay on the enslaved American potter Dave has been accepted for fall 2022 publication in the Oxford Research in English journal. I commend him and send him with high hopes for his continued work and education.

Please do not hesitate to contact me for any further information.

Best regards,

Uriel Abulof



CONSULATE GENERAL OF THE REPUBLIC OF KOREA

1990 Post Oak Blvd., Suite 1250, Houston, TX 77056-3812
Tel (713) 961-4866 Fax (713) 961-3340 Email con-hu@mofa.go.kr

August 10, 2023

To whom it may concern,

I had the pleasure of working with Reid Anrod in my capacity as a Consul in the Consulate General of the Republic of Korea in Houston since January 2023. It was also my good luck to recruit him to the Consulate. He had an excellent resume and was persuasive in his interview but above all when he started work, his dedication and standard of work was beyond our expectations.

Reid's main responsibility was to write speeches and letters for the Consul General of the Republic of Korea as well as to research political, economic and social issues related to Korea and five southern states of Texas, Mississippi, Arkansas, Louisiana and Oklahoma. Even before starting work at our Consulate he was ready to read up on Korean modern history, our relations with the United States as well as local Korean politics. I found that he was a fast learner so after some pointers he was able to write speeches that was appropriate to each occasion – whether it was a Korean war memorial ceremony, Korea-US Alliance Anniversary event or an event to congratulate Korea-US economic relations. Also, our letters require a lot of delicacy in the writing, Reid quickly caught what we needed to say and skillfully made our point but in a delicate way.

Reid was also ready to give a hand in events held by the Consulate – whether it's moving boxes or handing out pamphlets. Overall he has an easy going and friendly personality who works well in a team or alone.

Personally, what I enjoyed most about working with Reid was that he was reliable and dedicated to his work. When I asked him to research some material for a report or a suitable venue for an event, he persistently kept researching until he found what I was looking for; I gave him a very short deadline for an urgent report, he got it done fast and at a high standard.

My work as a Consul takes me to different countries every few years, but he was one of the best employees I have encountered and he is a valuable asset at the Consulate. Please do not hesitate to contact me, should you need any further information about Reid.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'Seungah'.

Seungah Chung

Consul, Consulate General of the Republic of Korea in Houston

Attachment C

From: [Maggie Lau from City and County of San Francisco](#)
To: [REDACTED]
Subject: Public Relations Officer (1314) Qualifications Review
Date: Friday, June 21, 2024 4:21:02 PM

EXT

6/21/24
[REDACTED]

Dear Candidate:

Thank you for submitting your application for Public Relations Officer – Citywide (1314) – (T00102). After a careful review of your application, it has been determined that your application does not clearly show that you possess the required **Experience** as of the filing deadline of June 5, 2024. All applicants must meet all of the minimum qualifications by the announcement deadline and provide the necessary documents in order to progress in the examination.

According to the examination announcement, the minimum qualifications required for all applicants is the following:

Education:

Possession of a baccalaureate degree from an accredited college or university

Experience:

Four (4) years of full-time professional experience in editorial, newspaper, magazine, radio, television, public relations, public affairs, public information, social media, digital engagement, advertising, marketing, or similar work directly responsible for the preparation and dissemination of news and information in a variety of formats for internal and external audiences. **This experience must include at least one (1) year of experience in planning and conducting a public relations, public information, or public education program.**

Substitution:

1. Additional experience as described above may be substituted for the required degree on a year-for-year basis. Thirty (30) semester units or forty-five (45) quarter units equal one year.
2. Possession of a Master's degree from an accredited college or university in public relations, journalism, mass communications, marketing or a closely related field may substitute for up to one (1) year of the required experience. The degree may not substitute for the one (1) year of required public relations, public information, or public education program experience.

Exams staff is working remotely. If you wish to have your application reconsidered for this recruitment, please reply to this message and include verification as stipulated below Friday, June 28, 2024. If we do not receive verification documents or an email specifying why verification is unable to be provided by Friday, June 28, 2024, your application will not proceed in this examination process.

Experience must be verified by submitting verification of qualifying work experience. Verification of work experience must be on the employer's letterhead; must show the name of the applicant; job title(s) and duties performed; dates of employment; types of employment (part-time/full-time); and must be signed by the employer. City employees will receive credit for the duties of the class to which they are appointed or assigned unless sufficient and credible documentation is provided to verify performance of other duties. Credit for experience obtained outside of the employee's class will be allowed only if recorded in accordance with the provisions of the Civil Service Commission Rules.

If self-employment is claimed as experience, evidence of earnings and duties comparable to those listed is required by submitting copies of income tax papers listing occupation and total earnings.

The verification documentation must be received no later than close of business (5:00 p.m.) on Friday, June 28, 2024, Civil Service Commission Rules for the City and County of San Francisco specify announcement, application and examination policies and procedures, including applicant appeal rights. They can be found on the Civil Service Commission website at <http://sfgov.org/civilservice/rules>.

Best,
Maggie Lau
SFMTA Examinations & Classification Unit
Recruitment: CBT-1314-T00102

Sent via SmartRecruiters, your hiring success platform. Learn more about our company and policies [here](#).

This message is from outside of the SFMTA email system. Please review the email carefully before responding, clicking links, or opening attachments.

Attachment D



CONSULATE GENERAL OF THE REPUBLIC OF KOREA

1990 Post Oak Blvd., Suite 1250, Houston, TX 77056-3812
Tel (713) 961-4866 Fax (713) 961-3340 Email con-hu@mofa.go.kr

June 25, 2024

To Whom It May Concern:

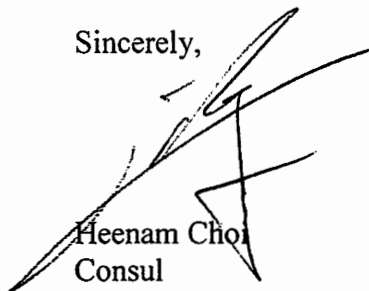
Please accept this letter as verification that Mr. Reid ANROD is employed at the Consulate General of the Republic of Korea in Houston as a Senior Researcher on a full-time basis.

Mr. ANROD:

- Began the position as of January 9, 2023

For any further questions, please contact me at (713) 961-0186.

Sincerely,

A handwritten signature in black ink, appearing to be 'Heenam Choi', written over a horizontal line.

Heenam Choi
Consul

Consulate General of the Republic of Korea



DURKIN & ROBERTS

ATTORNEYS AND COUNSELORS

THOMAS ANTHONY DURKIN

TDURKIN@DURKINROBERTS.COM

515 W. ARLINGTON PLACE

CHICAGO, ILLINOIS 60614

TELEPHONE: (312) 981-0123

FACSIMILE: (312) 913-9235

CELL: (312) 909-8980

January 26, 2020

To Whom it May Concern:

Reid Anrod of Cornell University has worked for our law firm for the past two summers as a law clerk and administrative assistant. He has also worked for us at various breaks during the school years. To say that he is outstanding would be putting it mildly. The fact of the matter is that he is one of the best employees we have ever had; which is why he is welcomed back during school breaks, and would be welcomed back this summer again—or any time for that matter. We will be sorry to see him take on another position, even though we realize that he must so as to advance his other educational and career experiences.

Reid is a very hard worker, reliable and someone to whom you do not have to explain things twice. He is very capable of working independently and, most importantly, has very good judgment and maturity. We hire a number of college graduates in gap years, as well as many law students for clerk positions. Reid is every bit as good, if not better, than most of those people we encounter. As a result, I would recommend him wholeheartedly and without reservation.

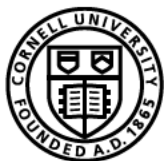
Should you wish any further information about our experience with Reid, please do not hesitate to contact me.

Sincerely yours,



Thomas Anthony Durkin

TAD/ta



The College of
Arts&Sciences

Department of Government

Uriel Abulof
Associate Professor, TAU
202 White Hall
Cornell University
Ithaca, NY 14853-7902
United States

August 29, 2022

+1-607-800-1700
abulof@cornell.edu
government.cornell.edu/uriel-abulof

To Whom It May Concern,

Please allow me to introduce myself: My name is Uriel Abulof, and I am an associate professor of politics, teaching at Cornell University, Princeton University, and Tel-Aviv University. I study the politics of fear, happiness and hope, legitimization, social movements, existentialism, nationalism and ethnic conflicts.

I have known, and have had the great pleasure of working with, Reid Anrod since fall 2020. At the time, Reid joined my seminar on the Israeli-Palestinian conflict, and quickly become the class's leading student. His intelligence and diligence, his collegiality and curiosity – these traits made him an invaluable member of the seminar, continuously making great contributions to class discussion. He concluded the seminar with a splendid paper, that taps into the culture – high and popular – of the conflict through the lens of poetry. Grading his work A+ was almost too obvious.

Soon thereafter, I offered to Reid a research assistant position with me, and was delighted that he accepted the proposal. On the first day of February 2021, Reid took the role through Cornell University's Government Department. Though Reid (as a December 2021 graduate) was only a temporary hire for the spring semester, upon the conclusion of that term at the end of May, I had his hire letter extended through the whole summer. This extension in itself was a testament to my assessment of Reid, and his work. I can say without reservation that he is by far the best RA I have had. All the qualities I identify with him as a student in my class were amplified in his RA capacity. He brought much enthusiasm and commitment, combined with rare intellectual rigor and sensitivity. That these academic qualities wonderfully entwine with an engaging and generous personality was a heartwarming discovery.

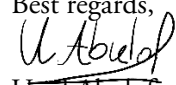
Throughout our time together, Reid has proven himself to be a capable and effective researcher. Working with me on my forthcoming book on the Israeli-Palestinian Conflict, he performed two key tasks: 1) Proofreading and editing, of both the existing manuscript and several articles I published along the way, and 2) Identifying and collecting evidence, from myriad relevant sources. The latter was a truly remarkable feat. In his months working on this project, the recent graduate produced some 250 pages of quoted (and cited) material pertaining to & informing the arguments of my manuscript, and went through the alphabet three times over in indexing his sources, which ranged from books to reports to academic articles and papers. The first time he exhausted a source folder, Reid independently proceeded to identify and procure seven books of his own to tackle.

Reid has repeatedly shown himself to possess a strong work ethic, deep drive to excel, ongoing sense of curiosity, passion to learn and create, and a tremendous capacity for self-direction. Given much autonomy to initiate, Reid did not hesitate to put himself out there, explore new material, and locate its significance in the larger matrix of this highly complicated project. Throughout, he has shown himself to be a great communicator and collaborator.

Diversity and Inclusion are a part of Cornell University's heritage. We are a recognized employer and educator valuing AA/EEO, Protected Veterans, and Individuals with Disabilities. We also recognize a lawful preference in employment practices for Native Americans living on or near Indian reservations.

Under-girding all of our collaborations, and his independent tasks, were the bare bones of those special universal aptitudes which Reid will carry with him to all future opportunities; he is a strong reader, editor, and writer, with a dedication to language – to the written word – and an always inquisitive mind. These qualities only further came into their own this past year as Reid completed his Master's degree in English and American Studies at the University of Oxford. His dissertation was awarded the highest mark, Distinction, and his Hilary Term essay on the enslaved American potter Dave has been accepted for fall 2022 publication in the Oxford Research in English journal. I commend him and send him with high hopes for his continued work and education.

Please do not hesitate to contact me for any further information.

Best regards,

Uriel Abulof



CONSULATE GENERAL OF THE REPUBLIC OF KOREA

1990 Post Oak Blvd., Suite 1250, Houston, TX 77056-3812
Tel (713) 961-4866 Fax (713) 961-3340 Email con-hu@mofa.go.kr

August 10, 2023

To whom it may concern,

I had the pleasure of working with Reid Anrod in my capacity as a Consul in the Consulate General of the Republic of Korea in Houston since January 2023. It was also my good luck to recruit him to the Consulate. He had an excellent resume and was persuasive in his interview but above all when he started work, his dedication and standard of work was beyond our expectations.

Reid's main responsibility was to write speeches and letters for the Consul General of the Republic of Korea as well as to research political, economic and social issues related to Korea and five southern states of Texas, Mississippi, Arkansas, Louisiana and Oklahoma. Even before starting work at our Consulate he was ready to read up on Korean modern history, our relations with the United States as well as local Korean politics. I found that he was a fast learner so after some pointers he was able to write speeches that was appropriate to each occasion – whether it was a Korean war memorial ceremony, Korea-US Alliance Anniversary event or an event to congratulate Korea-US economic relations. Also, our letters require a lot of delicacy in the writing, Reid quickly caught what we needed to say and skillfully made our point but in a delicate way.

Reid was also ready to give a hand in events held by the Consulate – whether it's moving boxes or handing out pamphlets. Overall he has an easy going and friendly personality who works well in a team or alone.

Personally, what I enjoyed most about working with Reid was that he was reliable and dedicated to his work. When I asked him to research some material for a report or a suitable venue for an event, he persistently kept researching until he found what I was looking for; I gave him a very short deadline for an urgent report, he got it done fast and at a high standard.

My work as a Consul takes me to different countries every few years, but he was one of the best employees I have encountered and he is a valuable asset at the Consulate. Please do not hesitate to contact me, should you need any further information about Reid.

Sincerely yours,

A handwritten signature in cursive script, appearing to read 'Seungah'.

Seungah Chung

Consul, Consulate General of the Republic of Korea in Houston

Attachment E

From: [Maggie Lau from City and County of San Francisco](#)
To: [REDACTED]
Subject: Response to Reconsideration Request: Public Relations Officer (1314)
Date: Monday, July 15, 2024 2:56:41 PM

EXT

7/15/24
[REDACTED]

Dear Reid Anrod:

Thank you for submitting additional documents to support your reconsideration request for Public Relations Officer – Citywide (1314) – (T00102). A second review of your application along with the additional information you submitted has been conducted.

According to the job ad, the minimum qualifications required for all applicants are the following.

Education:

Possession of a baccalaureate degree from an accredited college or university

Experience:

Four (4) years of full-time professional experience in editorial, newspaper, magazine, radio, television, public relations, public affairs, public information, social media, digital engagement, advertising, marketing, or similar work directly responsible for the preparation and dissemination of news and information in a variety of formats for internal and external audiences. This experience must include at least one (1) year of experience in planning and conducting a public relations, public information, or public education program.

Substitution:

1. Additional experience as described above may be substituted for the required degree on a year-for-year basis. Thirty (30) semester units or forty-five (45) quarter units equal one year.
2. Possession of a Master's degree from an accredited college or university in public relations, journalism, mass communications, marketing or a closely related field may substitute for up to one (1) year of the required experience. The degree may not substitute for the one (1) year of required public relations, public information, or public education program experience.

You provided a copy of the following documents:

- Verification of employment letter from Consulate General of the Republic of Korea as a Senior Researcher from 1/9/23 to present.
- Letter of Recommendation from Durkin & Roberts as a Law Clerk and Administrative Assistant during school breaks.
- Letter of Recommendation from The College of Arts&Science as a Research Assistant from February 2021 to end of Summer 2021.
- Letter of Recommendation from Consulate General of the Republic of Korea as a Consul from January 2023

The information you provided does not indicate that you possess the required four years of experience at this time for Public Relations Officer (1314). Your experience as a Law Clerk with Durkin and Roberts is more focused on administrative support rather than on the preparation and dissemination of news and information in a variety of formats for internal and external audiences, or in planning and conducting a public relations, public information, or public education programs.

While your experience at the Consulate General of the Republic of Korea from January 2023 to the to the filing deadline of 6/5/24 (filing deadline for this recruitment) and your experience at The College of Arts&Science as a Research Assistant at from February 2021 to the end of the Summer 2021, meets the criteria for the “professional experience in editorial, newspaper, magazine, radio, television, public relations, public affairs, public information, social media, digital engagement, advertising, or marketing”, it is insufficient and does not show that you meet the overall experience required. Therefore, your application for this recruitment will not continue to the next step in the exam process.

Thank you for your time and interest in this recruitment. Civil Service Commission Rules for the City and County of San Francisco specify announcement, application and examination policies and procedures, including applicant appeal rights. They can be found on the Civil Service Commission website at <http://sfgov.org/civilservice/rules>. If you wish to challenge this decision, please submit your protest in writing to the Civil Service Commission Office by close of business on the fifth working day following the transmittal date of this electronic communication.

We encourage you to continue to seek employment opportunities with the City and County of San Francisco. You may obtain employment information from our website at <https://careers.sf.gov/>

Respectfully,
Maggie Lau
SFMTA Examinations & Classification Unit

RECRUITMENT: CBT-1314-T00102

This message is from outside of the SFMTA email system. Please review the email carefully before responding, clicking links, or opening attachments.



Attachment F

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

LONDON N. BREED
MAYOR

Sent via Email

NOTICE OF RECEIPT OF APPEAL

DATE: July 18, 2024
REGISTER NO.: 0139-24-4
APPELLANT: REID ALLEN ANROD

Jeffrey Tumlin
Director of Transportation
Municipal Transportation Agency
1 South Van Ness Avenue, 7th Floor
San Francisco, CA 94103

Dear Jeffrey Tumlin:

The Civil Service Commission has received the attached letter from Reid Allen Anrod appealing the disqualification of their application for the 1314 Public Relations Officer Examination. Your review and action are required.

If this matter is not timely or appropriate, please submit CSC Form 13 "Action Request on Pending Appeal/Request," with supporting information and documentation to my attention by email to civilservice@sfgov.org. CSC Form 13 is available on the Civil Service Commission's website at www.sf.gov/CivilService on the "File an action request for a Civil Service Commission hearing" page.

In the event Reid Allen Anrod's appeal is timely and appropriate, the department is required to submit a staff report in response to the appeal within sixty (60) days so that the matter may be resolved in a timely manner. Accordingly, **the staff report is due no later than 11 a.m. on September 26, 2024**, so that it may be heard by the Civil Service Commission at its meeting on October 7, 2024. If you will be unable to transmit the staff report by the September 26th deadline, or if required departmental representatives will not be available to attend the October 7th meeting, please notify me by use of CSC Form 13 as soon as possible, with information regarding the reason for the postponement and a proposed alternate submission and/or hearing date.

You may contact me at Lavena.Holmes@sfgov.org or (628) 652-1100 if you have any questions. For more information regarding staff report requirements, meeting procedures or future meeting dates, please visit the Commission's website at www.sfgov.org/CivilService.

Sincerely,

CIVIL SERVICE COMMISSION

A handwritten signature in black ink that reads "Lavena Holmes". The signature is written in a cursive, flowing style.

LAVENA HOLMES
Deputy Director

Attachment

Cc: Kimberly Ackerman, Municipal Transportation Agency
William Miles, Municipal Transportation Agency
Shivani Nath, Municipal Transportation Agency



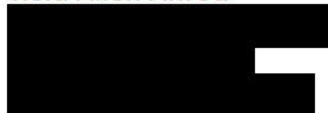
**CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO**

**LONDON N. BREED
MAYOR**

Sent via Email

July 18, 2024

Reid Allen Anrod



Subject: Register No. 0139-24-4: Appealing the disqualification of application for the 1314 Public Relations Officer Examination.

Dear Reid Allen Anrod:

This is in response to your appeal submitted to the Civil Service Commission on July 16, 2024, appealing the disqualification of your application for the 1314 Public Relations Officer Examination. Your appeal has been forwarded to the Department of Human Resources for investigation and response to the Civil Service Commission.

If your appeal is timely and appropriate, the department will submit its staff report on this matter to the Civil Service Commission in the near future to request that it be scheduled for a hearing. The Civil Service Commission generally meets on the 1st and 3rd Mondays of each month. You will receive notice of the meeting and the department's staff report on your appeal two Fridays before the hearing date via email, as you have requested on your appeal form.

In the meantime, you may wish to compile any additional information you would like to submit to the Commission in support of your position. The deadline for receipt in the Commission office of any additional information you may wish to submit is 5:00 p.m. on the Tuesday preceding the meeting date by email to civilservice@sfgov.org. Please be sure to redact your submission for any confidential or sensitive information (e.g., home addresses, home or cellular phone numbers, social security numbers, dates of birth, etc.), as it will be considered a public document.

You may contact me by email Sandra.Eng@sfgov.org or by phone at (628) 652-1100 if you have any questions. You may also access the Civil Service Commission's meeting calendar, and information regarding staff reports and meeting procedures, on the Commission's website at www.sf.gov/CivilService.

Sincerely,

CIVIL SERVICE COMMISSION

**SANDRA ENG
Executive Director**



CIVIL SERVICE COMMISSION
City and County of San Francisco
25 Van Ness Avenue, Suite 720
San Francisco, California 94102-6033
Executive Officer
(628) 652-1100

CSC Register No.

To:

CC:

APPEAL TO THE CIVIL SERVICE COMMISSION

INSTRUCTIONS:

Submit an original copy of this form to the Executive Officer of the Civil Service Commission at the address above **within the designated number of days** following the postmarked mailing date or email date (whichever is applicable) of the Department of Human Resources' or Municipal Transportation Agency's notification to the appellant. The appellant's/authorized representative's original signature is required. **(E-mail is not accepted.)** It is recommended that you include all relevant information and documentation in support of your appeal.

TYPE OF APPEAL: (Check One)

- ☒ Examination Matters (by close of business on 5th working day)
- ☐ Employee Compensation Matters (by close of business on 7th working day) - Limited application
- ☐ Personal Service Contracts (Posting Period)
- ☐ Other Matters (i.e., Human Resources Director/Executive Officer Action) (30 Calendar days)
- ☐ Future Employability Recommendations (See Notice to Employee)

"During the Shelter Order dated March 17, 2020, we are accepting appeals by email at civilservice@sfgov.org"

Full Name of Appellant		Work Address		Work Telephone	
Reid Allen Anrod					
Job Code	Title	Department			
1314	Public Relations Officer	Citywide			
Residence Address		City	State	Zip	Home Telephone
Full Name of Authorized Representative (if any)			Telephone Number of Representative (including Area Code)		

NOTE: If this is deemed to be a timely and appealable matter, the department will submit a staff report to the Civil Service Commission to request that it be scheduled for hearing. You will be notified approximately one week in advance of the hearing date, at which time you will be able to pick up a copy of the department's staff report at the Commission's offices. If you would instead prefer Commission staff to email you a copy of the meeting notice and staff report, please provide your email address below.

Email: _____

COMPLETE THE BASIS OF THIS APPEAL ON THE REVERSE SIDE. (Use additional page(s) if necessary)

Does the basis of this appeal include **new** information not previously presented in the appeal to the Human Resources Director? If so, please specify.

Check One:

☒ Yes

☐ No

Reid Allen Anrod
Original Signature of Appellant or Authorized Representative

07/16/2024

Date

State the basis of this appeal in detail. For more information about appeal rights and deadlines, please review the Civil Service Rules located on the Civil Service Commission's website at www.sfgov.org/CivilService.

The qualifications for the position **Public Relations Officer – Citywide (1314)** are as stated:

Four (4) years of full-time professional experience in editorial, newspaper, magazine, radio, television, public relations, public affairs, public information, social media, digital engagement, advertising, marketing, or similar work directly responsible for the preparation and dissemination of news and information in a variety of formats for internal and external audiences. This experience must include at least one (1) year of experience in planning and conducting a public relations, public information, or public education program.

Substitution:

Additional experience as described above may be substituted for the required degree on a year-for-year basis. Thirty (30) semester units or forty-five (45) quarter units equal one year.

Possession of a Master's degree from an accredited college or university in public relations, journalism, mass communications, marketing or a closely related field may substitute for up to one (1) year of the required experience. The degree may not substitute for the one (1) year of required public relations, public information, or public education program experience.

My qualifications are:

Master's Degree in English (a 'closely related' field, per the writing-, editing-, and research-focus of the MA English and American Studies) from the University of Oxford (**1 year**)

1 year and 6 months of experience in planning and conducting a public relations & public information program, through my current employment as Speechwriter & Sr. Researcher with the Korean diplomatic mission in Houston. (**1.5 years**)

8 months of experience in communications & editorial work as a Research Assistant with the Cornell University Government Department. (**0.67 years**)

1 year and 7 months of experience in editorial, communications, and customer service as an Editor with EssayEdge Academic Editing Services. (**1.58 years**)

New information: I attempted to make contact with my former supervisor at EssayEdge, Kate Ignat, to obtain a letter verifying my employment with the company, like I was previously able to provide (and will attach again with this email) for the Consulate General, Cornell University Government Department, and Durkin & Roberts Law Firm. Unfortunately I received no reply to my email sent to her former work address, the only contact point I have (kate.i@essayedgesupport.com), as I believe she has since left the company.

However, my former profile remains visible on the EssayEdge homepage, which I hope can serve as sufficient proof of my employment with the company. Please view it here – <https://www.essayedge.com/editors/> – by clicking “Load more editors” at the bottom of the page, and finding “Reid A.”

8 months of experience in communications & editorial as a Law Clerk with Durkin & Roberts Law Firm (**0.67 years**)

New information: Ms. Maggie Lau of the City's SFMTA Examinations & Classification Unit informed me that this law firm experience would not count towards my qualifications, as it was not the correct nature of work. Although I do not need to count the law firm experience to meet the required number of years, I wished to flag here that I believe it did directly serve as the kind of experience described in the posting, especially in my capacity (1) writing attorney letters (external comms.), and (2) producing inter-office memos (internal comms.).

Total: 5.42 years qualifying experience, surpassing the 4-year threshold.

I would also note two part-time resume items which I believe would count for additional experience, if it is sought:

6 months of experience serving on-call as graphic designer for the Chicago-based indie-rock band BLINKER. (0.5 years)

While not a writing or editorial focus, undertaking graphic design of album art and merchandise does fit into the realm of marketing, as well as information dissemination, as we sought to broaden the band's consumer base through crafting an attractive visual brand to share publicly (two pieces of my album art for BLINKER can be viewed on their Spotify page).

1 year and 9 months of experience volunteering as an Associate Board Member of the Lawyers for the Creative Arts, Community Outreach / Service Committee. (1.75 years)

As suggested by the name, the non-profit LCA's Community Outreach / Service Committee focuses on spreading awareness of our organization and the services it provides throughout the creative ecosystem of Chicago – i.e. it engages in external communications & public information dissemination. I am a member of this committee. My name can be located in the roll of current LCA Associate Board Members, under 'General Body,' here: <https://law-arts.org/lawyers-creative-arts-associate-board>

Please refer to these two experiences at your discretion to the extent that they are useful in confirming my fitness and competence for the duties of a Public Relations officer.

Finally, if is appropriate, I would like to close with a brief word of personal appeal. As evidenced above, I have the years of experience you desire for a candidate to this citywide role. But my experience, as anyone's, exceeds a mere numerical sum. I assure the City – and my professional achievements, plus academic accolades & marks should reassure – I am smart enough, hard-working enough, and passionate enough about public service to carry out the duties of this role to the highest standard, day in and day out. If a lack of decades of experience counts against me, my relative youth, energy, and desire to make a positive impact should be tallied for me. On balance, you will be hard pressed to find someone more dedicated to this kind of work. San Francisco is a city I love and have long considered a second home, soon to be my first, as I am in the process of planning my move there now. I'm asking for nothing but a chance. Thank you. – Reid

Reid Anrod

Phone: [REDACTED]

Home: [REDACTED]

Email: [REDACTED]

[REDACTED]

EDUCATION

University of Oxford (Oxford, UK)

October 2021 – July 2022

- Master's Degree in English and American Studies

Degree Mark: **Merit** Dissertation Mark: **Distinction** Topic: **New Materialist Work in *Moby-Dick***

Courses: A-Core (American literature, contexts and approaches); B-Core (Bibliography, theories of text, history of the book, manuscript studies); Place and Nature Writing 1750–Present Day (Elective); Ideas of Literature in the Fifteenth Century (Elective).

Publications: ‘**The Survival of Dave,**’ featured article in *Oxford Research in English* journal, Issue 15

Cornell University (Ithaca, NY)

September 2017 – December 2020

- Bachelor of Arts in English
- Bachelor of Arts in Government

Final GPA: **4.037** Minor: **German** Graduation Honors: **Distinction in All Subjects**

Walter Payton College Prep High School (Chicago, IL)

September 2013 – June 2017

Final GPA: **4.0** SAT: **1550/1600** Graduation Honors: **AP Scholar with Distinction**

WORK EXPERIENCE

Speechwriter & Senior Researcher

January 2023 – Present

Consulate General of the Republic of Korea

Houston, TX

- Writes official English-language speeches for Consul General Jung as directed, or as Consulate events require, with speechwriting duties including outlining, drafting, editing, and finalizing speeches in collaboration with consuls, as well as performing primary research on speeches' subject matter (e.g. on U.S.-Korean security cooperation for military ball).
- Handles other formal English-language communications on behalf of the Consulate, such as letters to elected officials in the five states of the South Central jurisdiction (U.S. senators and representatives, governors, members of state legislatures, city mayors and department heads), diplomatic notes, press releases, and email correspondence.
- Answers directly to the consuls for political, cultural, and economic affairs, carrying out research tasks, aiding in the crafting of presentations, and producing write-ups for diverse reports to government HQ in Seoul.
- Reads local and national newspapers daily, compiling reports on key political developments, including updates on U.S. political races at multiple levels, in addition to tracking & reporting on notable bills' progress throughout the 2023 Texas Legislative Session, also for transmission to Seoul.
- Helps arrange main engagements for Consul General, notably 1) meetings with government officials, supporting consuls in making contact, preparing talking points, taking meeting notes, and sending follow-up letters, and 2) Consulate events, such as our Concert Celebrating the 70th Anniversary of the ROK-U.S. Alliance, Korean War Veterans Luncheon, ROK-U.S. Space Cooperation Forum, and inaugural Korea-Texas Economic Forum.
- Acting liaison to the Houston branch of the U.S. Department of State's Office of Foreign Missions, consulting about policy matters to ensure compliance with the Vienna Convention & bilateral agreements, and managing the eGov filing system for all Consulate members, including Notifications of Appointment, Termination, and Change.

Essay Editor**June 2021 – January 2023****EssayEdge Academic Editing Services****Remote**

- Operated as a contractor, receiving essays from undergraduate, graduate, and professional school applicants, both domestic and international, for formal review.
 - Assisted clients one-on-one with services ranging from basic proofreading to exhaustive editing & letter-formatted feedback, advising improvements in mechanics, style, structure, and content.
- Responded to follow-up inquiries via email.

Research Assistant**Spring – Fall 2021****Cornell University Government Department****Ithaca, NY**

- Supported Professor Uriel Abulof in extensive research necessary to complete his newest book on the Israeli-Palestinian conflict (date of publication TBD), chiefly by seeking out relevant source materials, and subsequently scouring those books, articles, and essays for qualitative evidence relating to Prof. Abulof's thesis.
- Regularly met with Prof. Abulof to review findings and propose new directions for investigation.
- Proofread the first draft of Professor Abulof's working manuscript, making technical revisions in addition to substantive suggestions where appropriate.

Law Clerk**Summer and Winter 2018, Summer 2019****Durkin & Roberts Attorneys and Counselors (Criminal Defense)****Chicago, IL**

- Processed boxes of government discovery files, producing interoffice memos synthesizing key discovery findings, as well as highlighting notable extracts.
- Performed case-related tasks, including inventorying of discovery, updates to case timelines, drafting attorney-to-client letters, and note-taking during client consultations.
- Helped coordinate and execute the Durkin & Roberts office relocation of summer 2019.

Kitchen & Wait Staff**Summer, 2018****Casey Morans Sports Bar and Restaurant****Chicago, IL****NONPROFIT INVOLVEMENT**

Lawyers for the Creative Arts, Associate Board Member**October 2022 – Present****EXTRACURRICULAR ACTIVITIES**

Eagle Scout, Boy Scouts of America, Troop 3**Darkroom Manager, Risley College, Cornell University****Graphic Designer, 'BLINKER' (local indie-rock band)**

Freshman – Senior Year (High School)

Sophomore, Junior Year (College)

Graduate School

AWARDS & RECOGNITION

Phi Beta Kappa Honoree**Dean's List for Excellence in Scholarship****German Book Prize and Consulate Recognition****Publication in *AMO Zine* (Cornell Art Magazine)****Eagle Scout, Boy Scouts of America****National Merit Scholarship Finalist****Scholastic Latin Award****National Latin Exam Gold Medalist****First Place, State Latin "Certamen" Championship**

Senior Year (College)

Freshman – Senior Year (College)

Freshman, Sophomore Year (College)

Senior Year, Fall (College)

Senior Year (High School)

Senior Year (High School)

Senior Year (High School)

Freshman, Junior, Senior Year

Junior Year (High School)

DURKIN & ROBERTS

ATTORNEYS AND COUNSELORS

THOMAS ANTHONY DURKIN

TDURKIN@DURKINROBERTS.COM

515 W. ARLINGTON PLACE

CHICAGO, ILLINOIS 60614

TELEPHONE: (312) 981-0123

FACSIMILE: (312) 913-9235

CELL: (312) 909-8980

January 26, 2020

To Whom it May Concern:

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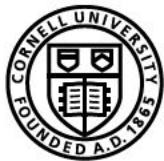
Should you wish any further information about our experience with Reid, please do not hesitate to contact me.

Sincerely yours,



Thomas Anthony Durkin

TAD/ta



The College of
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To Whom It May Concern,

Please allow me to introduce myself: My name is Uriel Abulof, and I am an associate professor of politics, teaching at Cornell University, Princeton University, and Tel-Aviv University. I study the politics of fear, happiness and hope, legitimation, social movements, existentialism, nationalism and ethnic conflicts.

I have known, and have had the great pleasure of working with, Reid Anrod since fall 2020. At the time, Reid joined my seminar on the Israeli-Palestinian conflict, and quickly become the class's leading student. His intelligence and diligence, his collegiality and curiosity – these traits made him an invaluable member of the seminar, continuously making great contributions to class discussion. He concluded the seminar with a splendid paper, that taps into the culture – high and popular – of the conflict through the lens of poetry. Grading his work A+ was almost too obvious.

Soon thereafter, I offered to Reid a research assistant position with me, and was delighted that he accepted the proposal. On the first day of February 2021, Reid took the role through Cornell University's Government Department. Though Reid (as a December 2021 graduate) was only a temporary hire for the spring semester, upon the conclusion of that term at the end of May, I had his hire letter extended through the whole summer. This extension in itself was a testament to my assessment of Reid, and his work. I can say without reservation that he is by far the best RA I have had. All the qualities I identify with him as a student in my class were amplified in his RA capacity. He brought much enthusiasm and commitment, combined with rare intellectual rigor and sensitivity. That these academic qualities wonderfully entwine with an engaging and generous personality was a heartwarming discovery.

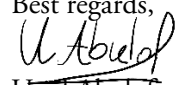
Throughout our time together, Reid has proven himself to be a capable and effective researcher. Working with me on my forthcoming book on the Israeli-Palestinian Conflict, he performed two key tasks: 1) Proofreading and editing, of both the existing manuscript and several articles I published along the way, and 2) Identifying and collecting evidence, from myriad relevant sources. The latter was a truly remarkable feat. In his months working on this project, the recent graduate produced some 250 pages of quoted (and cited) material pertaining to & informing the arguments of my manuscript, and went through the alphabet three times over in indexing his sources, which ranged from books to reports to academic articles and papers. The first time he exhausted a source folder, Reid independently proceeded to identify and procure seven books of his own to tackle.

Reid has repeatedly shown himself to possess a strong work ethic, deep drive to excel, ongoing sense of curiosity, passion to learn and create, and a tremendous capacity for self-direction. Given much autonomy to initiate, Reid did not hesitate to put himself out there, explore new material, and locate its significance in the larger matrix of this highly complicated project. Throughout, he has shown himself to be a great communicator and collaborator.

Diversity and Inclusion are a part of Cornell University's heritage. We are a recognized employer and educator valuing AA/EEO, Protected Veterans, and Individuals with Disabilities. We also recognize a lawful preference in employment practices for Native Americans living on or near Indian reservations.

Under-girding all of our collaborations, and his independent tasks, were the bare bones of those special universal aptitudes which Reid will carry with him to all future opportunities; he is a strong reader, editor, and writer, with a dedication to language – to the written word – and an always inquisitive mind. These qualities only further came into their own this past year as Reid completed his Master's degree in English and American Studies at the University of Oxford. His dissertation was awarded the highest mark, Distinction, and his Hilary Term essay on the enslaved American potter Dave has been accepted for fall 2022 publication in the Oxford Research in English journal. I commend him and send him with high hopes for his continued work and education.

Please do not hesitate to contact me for any further information.

Best regards,

Uriel Abulof



CONSULATE GENERAL OF THE REPUBLIC OF KOREA

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August 10, 2023

To whom it may concern,

I had the pleasure of working with Reid Anrod in my capacity as a Consul in the Consulate General of the Republic of Korea in Houston since January 2023. It was also my good luck to recruit him to the Consulate. He had an excellent resume and was persuasive in his interview but above all when he started work, his dedication and standard of work was beyond our expectations.

Reid's main responsibility was to write speeches and letters for the Consul General of the Republic of Korea as well as to research political, economic and social issues related to Korea and five southern states of Texas, Mississippi, Arkansas, Louisiana and Oklahoma. Even before starting work at our Consulate he was ready to read up on Korean modern history, our relations with the United States as well as local Korean politics. I found that he was a fast learner so after some pointers he was able to write speeches that was appropriate to each occasion – whether it was a Korean war memorial ceremony, Korea-US Alliance Anniversary event or an event to congratulate Korea-US economic relations. Also, our letters require a lot of delicacy in the writing, Reid quickly caught what we needed to say and skillfully made our point but in a delicate way.

Reid was also ready to give a hand in events held by the Consulate – whether it's moving boxes or handing out pamphlets. Overall he has an easy going and friendly personality who works well in a team or alone.

Personally, what I enjoyed most about working with Reid was that he was reliable and dedicated to his work. When I asked him to research some material for a report or a suitable venue for an event, he persistently kept researching until he found what I was looking for; I gave him a very short deadline for an urgent report, he got it done fast and at a high standard.

My work as a Consul takes me to different countries every few years, but he was one of the best employees I have encountered and he is a valuable asset at the Consulate. Please do not hesitate to contact me, should you need any further information about Reid.

Sincerely yours,

A handwritten signature in cursive script, appearing to read 'Seungah'.

Seungah Chung

Consul, Consulate General of the Republic of Korea in Houston